

Temporary confirmation pending final evaluation

Subject: Provisional Confirmation of Employment

Dear [Employee Name],

We are pleased to inform you that your performance during the probation period has been satisfactory. However, final confirmation is pending the completion of [specific evaluation/project review].

During this provisional period, you will continue to receive your current benefits and responsibilities.

A final confirmation letter will follow upon successful completion of the pending review.

Thank you for your efforts and commitment.

Best regards,

[HR Manager Name]

[Company Name]

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